

STATE OF SOUTH CAROLINA
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LES BOLES
DIRECTOR

May 12, 2005

Dear Agency Director:

The guidelines for writing the 2004-2005 Accountability Report are being sent to you and your Chief Financial Officer electronically. The guidelines will also be made available on our website at <http://www.budget.sc.gov/OSB-forms.phtml> for any other individuals in your agency who may want access to the guidelines.

As in previous years, the Accountability Report is intended as a concise, straightforward report on performance for review by the Governor and the General Assembly. The majority of the changes that have been made are the result of requests from the General Assembly; however, you should still find the guidelines anchored to the Malcolm Baldrige Award Criteria, ensuring some continuity in philosophy from year to year.

Agencies are encouraged to continually review their performance measures and seek improvement. As you are reporting on the results of your measures, please remember that trends over time and across agencies are very important to the users of the report.

As always, it is not expected that detailed information be reported but rather should be retained at the agency level should more detail be desired by the Governor or General Assembly. Please think of the report as a "big picture" look at your agency, and please present it in such a way that makes it easy for any reader to get an overall understanding of how your agency performed for the year.

In order to meet the statutory deadline and prepare the reports for Internet availability, it is important that your Accountability Report be submitted to the Office of State Budget no later than Thursday, September 15, 2005.

If you have any questions, please contact your budget analyst at 734-2280.

Sincerely,

Les Boles